

# Rules and Regulations

## Important Notices

### 2016 - 2017

While the Registrar's Office is always available to give advice, and guidance, it must be clearly understood that the ultimate responsibility resides with the student for completeness and correctness of course selection, for compliance with prerequisite, co-requisite requirements, for completion of degree requirements, and observance of regulations and deadlines. Students are responsible for seeking guidance from an appropriate university officer if they are in doubt; misunderstanding, or advice received from another student will not be accepted as the reason for dispensation from any regulation, deadline, or degree requirement.

#### Statement of Equity and Human Rights

At the University of Toronto, Faculty of Music, we strive to be an equitable and inclusive community, rich with diversity, protecting the human rights of all persons, based upon understanding and mutual respect for the dignity and worth of every person. We seek to ensure to the greatest extent possible that all students and employees enjoy the opportunity to participate in the full range of activities that the Faculty of Music offers, and to achieve their full potential as members of the Faculty of Music community.

Our support for equity is grounded in a Faculty-wide commitment to achieving a working, teaching, and learning environment that is free of discrimination and harassment as defined in the Ontario Human Rights Code. In striving to become an equitable community, we will also work to eliminate, reduce or mitigate the adverse effects of any barriers to full participation in Faculty life that we find, including physical, environmental, attitudinal, communication or technological.

The Faculty of Music supports and follows all University policies regarding equity and human rights, and strenuously upholds these values in all Faculty sponsored events and materials.

#### Changes in Programs of Study / Courses

The programs of study that our calendar lists and describes are available for the year(s) to which the calendar applies. They may not necessarily be available in later years. If the University of the Faculty must change the content of programs of study or withdraw them, all reasonable possible advance notice and alternative instruction will be given. The University will not, however, be liable for any loss, damages, or other expenses that such changes might cause.

For each program of study offered by the University through the Faculty, the courses necessary to complete the minimum requirements of the program will be made available annually. We must, however, reserve the right otherwise to change the content of courses, instructors and instructional assignments, enrolment limitations, pre-requisites and co-requisites, grading policies, requirements for promotion and timetables without prior notice.

#### Regulations and Policies

As members of the University of Toronto community, students assume certain responsibilities and are guaranteed certain rights and freedoms. The University has several policies that are approved by the Governing Council and which apply to all students. Each student must become familiar with the policies. The University will assume that he or she has done so. The rules and regulations of the Faculty are listed in this calendar. In applying to the Faculty, the student assumes certain responsibilities to the University and the Faculty and, if admitted and registered, shall be subject to all rules, regulations and policies cited in the calendar, as amended from time to time.

All University policies can be found at:

<http://www.governingcouncil.utoronto.ca/policies.htm>

Those which are of particular importance to students are:

Policy on Access to Student Academic Records

Code of Behaviour on Academic Matters

Code of Student Conduct

Grading practices Policy

Policy on Official Correspondence with Students

More information about students' rights and responsibilities can be found at [http://www.students.utoronto.ca/The\\_Basics/Rights\\_and\\_Rules.htm](http://www.students.utoronto.ca/The_Basics/Rights_and_Rules.htm)

#### Enrolment Limitations

The University makes every reasonable effort to plan and control enrolment to ensure that all of our students are qualified to complete the programs to which they are admitted, and to strike a practicable balance between enrolment and available instructional resources. Sometimes such a balance cannot be struck and the number of qualified students exceeds the instructional resources that we can reasonably make available while at the same time maintaining the quality of instruction. In such cases, we must reserve the right to limit enrolment in the programs, courses, or sections listed in the calendar, and to withdraw courses or sections for which enrolment or resources are insufficient. The university will not be liable for any loss, damages, or other expenses that such limitations or withdrawals might cause.

#### Copyrighting Instructional Settings

If a student wishes to tape-record, photograph, video-record or otherwise reproduce lecture presentations, course notes or other similar materials provided by instructors, he or she must obtain the instructor's written consent beforehand. Otherwise all such reproduction is an infringement of copyright and is absolutely prohibited. Note that where such permission is granted by the instructor, materials reproduced are for the student's individual private use only, not for further reproduction or publication. In the case of private use by students with disabilities, the instructor's consent will not be unreasonably withheld.

#### Person I.D. (Student Number)

Each student at the University is assigned a unique identification number. The number is confidential. The University, through the Policy on Access to Student Academic Records, strictly controls access to Person I.D. numbers. The University assumes and expects that students will protect the confidentiality of their Person I.D.'s.

## **Fees and Other Charges**

The University reserves the right to alter the fees and other charges described in the calendar.

## **Registration**

Students who enrol in courses agree by virtue of that enrolment to abide by all of the academic and non-academic policies, rules and regulations of the University and of his or her academic division, as set out in the divisional calendar, and confirm responsibility for payment of associated fees, and agree to ensure that the accuracy of personal information such as the current mailing address, telephone number, and utoronto.ca email address is maintained.

A student's registration is not complete until he or she has paid tuition and incidental fees, or has made appropriate arrangements to pay. Students who defer fee payment or whose payment is deferred pending receipt of OSAP or other awards, acknowledge that they continue to be responsible for payment of all charges, including any service charges that may be assessed. For details see the Student Accounts Web site at [www.fees.utoronto.ca](http://www.fees.utoronto.ca).

## **Passed Courses May Not Be Repeated**

Students may not repeat any course in which they have already obtained a mark of 50% or higher.

## **Notice of Collection of Personal Information - Freedom of Information and Privacy Act**

The University of Toronto respects your privacy. Personal information that you provide to the University is collected pursuant to section 2(14) of the University of Toronto Act, 1971. It is collected for the purpose of administering admissions, registration, academic programs, university-related student activities, activities of student societies, safety, financial assistance and awards, graduation and university advancement, and reporting to government. In addition, the Ministry of Training, Colleges, and Universities has asked that we notify you of the following: The University of Toronto is required to disclose personal information such as Ontario Education Numbers, student characteristics and educational outcomes to the Minister of Training, Colleges and Universities under s. 15 of *the Ministry of Training, Colleges and Universities Act, R.S.O. 1990*, Chapter M.19, as amended. The ministry collects this data for purposes such as planning, allocating and administering public funding to colleges, universities and other post-secondary educational and training institutions and to conduct research and analysis, including longitudinal studies, and statistical activities conducted by or on behalf of the ministry for purposes that relate to post-secondary education and training. Further information on how the Minister of Training, Colleges and Universities uses this personal information is available on the ministry's website.

At all times it will be protected in accordance with the Freedom of Information and Protection of Privacy Act.

If you have questions, please refer to [www.utoronto.ca/privacy](http://www.utoronto.ca/privacy) or contact the University Freedom of Information and Protection of Privacy Coordinator at McMurrich Building, Room 104, [12 Queen's Park Crescent West, Toronto, ON, M5S 1A8](http://www.utoronto.ca/privacy).

## **Course Enrolment & Canceling Registration**

Course Enrolment – Consult the Schedule of Dates to ascertain the dates by which courses may be added or dropped. Students are responsible for fulfilling prerequisites & co-requisites and abstaining from exclusions. Students enrolled in courses for which they do not have prerequisites or are exclusions may have their registration in those courses cancelled at any time without notice.

### **Canceling Courses**

Students who do not intend to complete a course or courses (with the exception of the Basic Music Courses) must use the Student Web Service to cancel the course before or by the final date to cancel courses from the academic record (refer to Schedule of Dates). Students still enrolled in a course after the final date to cancel the course will receive a grade for that course. Not attending classes or ceasing to complete further course work or not writing the examination do not constitute grounds for cancellation without academic penalty from a course; the course remains on the record with the grade earned. Students are not permitted to cancel or withdraw from a course in which an allegation of academic misconduct is pending from the of the alleged offence until the final disposition of the accusation.

### **Canceling Registration/Withdrawing**

Students who wish to cancel all their current courses, and do not intend to enroll in any other courses for the rest of the session must cancel their registration by completing the Withdrawal Form available in the Registrar's Office. The cancellation of registration must be completed by the appropriate deadline in order for the student not to incur an academic penalty. Before the Withdrawal is authorized the student must pay any outstanding fees/fines, return any books/instruments/music, and vacate lockers.

### **Courses at Other Universities (Letter of Permission)**

Students wishing to complete one or more courses at another university, for credit towards a Faculty of Music degree or diploma, must apply in advance to the Registrar. Calendar descriptions and course outlines must be provided. An official Letter of Permission will be issued only for courses relevant to the student's program and deemed to be fully equivalent to an appropriate University of Toronto course. A letter of permission will only be given to a student in good standing, with a minimum CGPA of at least 1.5 in the session prior to studies at the host institution. Students who are on academic suspension will not be eligible for a letter of permission for that academic session. Credit will not be given for courses taken elsewhere without a Letter of Permission from the Faculty of Music. A fee of \$40 is levied for applications.

### **Leave of Absence**

Students in all programs except Jazz Performance taking a leave of absence for one year should notify the Registrar in writing of their intention by the 30th of July. Students enrolled in the Jazz Performance program must request a leave of absence by the 1st of May. Re-admission is automatic and students continue in their program of study. However, readmission is not automatic for students who have not been registered for more than one year. These students must demonstrate an acceptable level of proficiency in an audition and/or interview with the Divisional Coordinator.

## Course Marks

The following regulations summarize the Faculty's implementation of the University's Grading Practices Policy. Parts I & II of the policy are reprinted in the section University Policies.

### Marking Schemes

One form of evaluation cannot count for the final mark in a course.

Self-evaluation by individual students or by groups of students is not permissible.

As early as possible in each course, and no later than the last date to enroll in courses, the instructor must make available The Course Grading Scheme & Outline at a regularly scheduled class. The Grading schemes must indicate the methods by which the student performance will be evaluated, their relative weights in the final mark, due dates and penalties for lateness. Instructors are also required to file a copy of their marking scheme with the Registrar's Office for Music courses and Departmental Offices for Arts and Science Courses.

Once announced, the weight of the components may not be changed unless approved by a majority of the students present. Majority is shown by a vote at a regularly scheduled class.

After the last date to cancel the course without academic penalty, no change in weighting may take place unless there is unanimous consent of all students present and voting, and notice must be given at the regularly scheduled class meeting previous to that at which the issue is to be raised. The only exception to this is in the case of the declaration of a disruption (Please see the University Policy on Academic Continuity).

### Term Work

Instructors MUST assign, grade and return at least one significant assignment as early as possible, and at the latest before the final date to cancel a course without academic penalty. Even though the Basic Music courses cannot be dropped, instructors are required to comply with this policy. It is recommended that one or more marked assessments/performance evaluations worth a combined total of 10% of the final mark for H courses, and 20% for Y courses be returned.

All term work must be submitted on or before the last day of classes in the course concerned, unless an earlier date is specified by the instructor. Students who are unable to meet the deadline due to extenuating circumstances must obtain approval from the instructor for an extension. The extension cannot exceed the Final Examination Period. If additional time is needed, the student must petition through the Registrar's Office.

Students are strongly advised to retain rough and draft work as well as copies of their essays and assignments as they may be required by the instructor.

All written work that has been evaluated should be returned with comments as the instructor considers appropriate, and time made available for discussing it. Any inquiries pertaining to the grade must be done within one month of the return date of the work. Instructors must retain unclaimed term work for at least six months beyond the end of the course.

### Missed Term Tests/Performances

Students who miss a term test/performance will be assigned a mark of zero for the test unless they satisfy the following conditions:

Students who miss a term test/performance due to extenuating circumstances may within a week, submit to the instructor a written request for special consideration explaining the reason and providing appropriate documentation. A U of T Verification of Student Illness or Injury Form must be submitted for absences relating to medical reasons.

A student whose explanation is accepted by the instructor/department will be entitled to one of the following considerations:

- a) In courses where there is no other term work as part of the evaluation scheme, a makeup test/performance must be given.
- b) In other courses, a makeup test OR increase in the weighting of other graded work by the amount of the missed test/performance.

If the student is granted permission to take a makeup test/performance and misses it, then he or she is assigned a mark of zero for the test/performance unless the instructor/department is satisfied that missing the makeup test was unavoidable. No student is automatically entitled to a second makeup test/performance.

A student who misses a term test/performance cannot subsequently petition for late withdrawal from the course without academic penalty on the grounds that he or she has had no term work returned before the drop date.

## Performance Courses

**Major Ensemble:** Students who require a Major Ensemble in a given year are required to do a placement audition during Registration Week. Audition date/time will be available on Blackboard. In both cases, the required repertoire will be posted on the Faculty website in early July. This audition determines the student's assignment to a major ensemble for the given academic year. These assignments are at the discretion of the Performance Division.

Harp, Guitar and Percussion majors are not required to audition. Keyboard majors are required to audition for a vocal major ensemble. Alternatively, any keyboard major who is proficient on another instrument is eligible to audition for one of the instrumental major ensembles. If successful, the instrumental major ensemble would fulfil the ensemble requirement for the given academic year.

All other instrument majors are required to audition on their major performance medium.

All rehearsals including the extra ones planned the week before each concert are mandatory. Students who are unable to perform/sing due to physical problems are required to attend and observe rehearsals.

**Applied Music:** Students receive 24 one-hour individual instruction in their major performance medium.

*Applied music teacher assignments are at the discretion of the Performance Coordinator.*

### Guidelines for Term Work Evaluation in Applied Music

<b>A – to A+</b>	<b>90 – 100%</b>	<b>Excellent</b>	Exceptional performance at a near-professional level; technical mastery, musical maturity and expressiveness. Outstanding progress in lessons. Assigned work completed and thoroughly mastered.
	<b>85 – 89%</b>		Outstanding performance; considerable polish, depth of understanding with technical prowess, superior performance values such as tone, intonation, rhythmic integrity and voicing, as applicable. Significant progress shown in lessons. Assigned work completed at a very high standard.
	<b>80 – 84%</b>		Very strong musically and technically, demonstrating excellent performance values. Consistent progress throughout the year, and assigned work completed very well.
<b>B – to B+</b>	<b>77 – 79%</b>	<b>Good</b>	Evidence of good preparation with technical and musical competence; some imaginative understanding of the repertoire, but lacking the consistent polish of near professional standard. Generally good progress throughout the year. Assigned work undertaken with generally good results.
	<b>73 – 76%</b>		A good performance overall with technical and musical competence; some imaginative understanding of the repertoire, but with some technical roughness and inconsistency. Generally good progress throughout the year.
	<b>70 – 72%</b>		Reasonable standard of performance with some evidence of a good grasp of the musical and technical challenges but with technical and musical lapses. Good progress overall in lessons, but lacking in consistent improvement. Weekly assignments addressed fairly well.
<b>C – to C+</b>	<b>67 – 69%</b>	<b>Adequate</b>	Although this is an adequate standard of performance, there are inherent technical issues which mar the presentation and limited musical expressiveness and communication. The student does not work consistently week to week, not always achieving a good standard on assigned work. The improvement is very inconsistent.
	<b>63 – 66%</b>		Adequate but inconsistent performance lacking technical or tonal polish and without a deeper grasp of the music. Some improvement but no steady growth in performance standard. Assigned work often not completed satisfactorily.
	<b>60 – 62%</b>		This is a barely adequate performance, with some sign of musical expression but marred by poor technique. There is only a small amount of improvement in the performance standard. Assigned work only sometimes completed.
<b>D – to D+</b>	<b>57 – 59%</b>	<b>Marginal</b>	A very weak performance with marginal musical expressiveness and limited technique. Marginal improvement in the standard of performance. Very little progress from lesson to lesson.
	<b>53 – 56%</b>		Extremely weak standard of performance with only minimal musical expression and technique. Only marginal improvement shown.
	<b>50 – 52%</b>		This is a bare pass with a marginal performance standard. There is almost no improvement in the performance standard and no indication of a serious effort.
<b>F</b>	<b>0 – 49%</b>	<b>Inadequate</b>	Little or no evidence of even superficial musical or technical grasp of the repertoire. No discernible effort made by the student to complete assigned tasks and no progress shown.

### Guidelines for Jury & Recital Evaluation

<b>A – to A+</b>	<b>90 – 100%</b>	<b>Excellent</b>	Exceptional performance at a near-professional level; technical mastery, musical maturity and expressiveness.
	<b>85 – 89%</b>		Outstanding performance; considerable polish, depth of understanding with technical prowess, superior performance values such as tone, intonation, rhythmic integrity and voicing, as applicable.
	<b>80 – 84%</b>		Very strong musically and technically, demonstrating excellent performance values.
<b>B – to B+</b>	<b>77 – 79%</b>	<b>Good</b>	Evidence of good preparation with technical and musical competence; some imaginative understanding of the repertoire, but lacking consistent polish.
	<b>73 – 76%</b>		A good performance overall with technical and musical competence; some imaginative understanding of the repertoire, but with some technical roughness and inconsistency.
	<b>70 – 72%</b>		Reasonable standard of performance with some evidence of a good grasp of the musical and technical challenges but with some technical and musical lapses.
<b>C – to C+</b>	<b>67 – 69%</b>	<b>Adequate</b>	Although this is an adequate standard of performance, there are inherent technical issues which mar the presentation; limited musical expressiveness and communication.
	<b>63 – 66%</b>		Adequate but inconsistent performance lacking technical and tonal polish and without a deeper grasp of the music.
	<b>60 – 62%</b>		This is a barely adequate performance, with some sign of musical expression but marred by poor technique.

D – to D+	57 – 59%	Marginal	A very weak performance with marginal musical expressiveness and limited technique.
	53 – 56%		Extremely weak standard of performance with only minimal musical expression and technique.
	50 – 52%		This is a bare pass with a performance standard only marginally around the pass/fail line.
F	0 – 49%	Inadequate	Little or no evidence of even superficial musical or technical grasp of the repertoire.

**Recital:** Students are required to perform as scheduled by the Performance Office. Recitals constitute 40% of the work in PMU385Y1 and PMU485Y1 (JMU385Y1 and JMU485Y1 for Jazz majors).

**Chamber Music:** The formation of the chamber groups happens during the first class. While specific requests for chamber groups can be brought to the relevant Chamber Music Coordinator or the Performance Office for consideration, it should be noted that the final decision is at the discretion of the Chamber Music Coordinators and the Performance Division. Priority will be given to those students who are required to complete chamber music as part of their program requirements.

**Performing Engagements:** During the academic year many students wish to take advantage of performing opportunities that may enhance and complement their studies in the Faculty of Music. Should a scheduling conflict arise because of a performing opportunity, this must be reported to the performance division, where an attempt will be made to resolve the problem. Students must realize, however, that academic obligations take priority over any outside engagement.

## Final Examinations

Final examinations are held at the end of each session or sub-session. The dates of each exam period are printed on the Schedule of Dates. Students who make personal commitments during the examination period do so at their own risk. No special consideration is given and no special arrangements are made in the event of conflicts. Misreading of the examination timetables will not be accepted as grounds for petition or academic appeal.

Students who are unable to write/perform their examinations due to extenuating circumstances beyond their control should contact the Registrar (See “Petitions”). Students who have three consecutive written final examinations (e.g., morning, afternoon, evening; or afternoon, evening, next morning) should contact the Registrar, by the deadline indicated on the exam schedule. Students who cannot write a final exam at the scheduled time due to a religious obligation should report this conflict to the Registrar as soon as the conflict is known, and no later than the deadline indicated on the exam schedule. Information regarding dates, times and locations of examinations will not be given by telephone; for the most up to date examination timetable consult the Faculty of Music Website (<http://www.music.utoronto.ca>).

## Rules for the Conduct of Examinations

- No person will be allowed in an examination room during an examination except the candidates concerned and those supervising/adjudicating the examination.
- Candidates must appear at the examination room at least twenty minutes before the commencement of the examination.
- Candidates shall bring their T-cards and place them in a conspicuous place on their desks.
- Bags and books are to be deposited in areas designated by the instructor/invigilator and are not to be taken to the examination desk. Students may place their purses on the floor under their chairs.
- The instructor/invigilator has authority to assign seats to candidates.
- Candidates shall not communicate with one another in any manner whatsoever during the examination.
- No materials or electronic devices shall be brought into the room or used at an examination except those authorized by the Instructor. Unauthorized materials include,**

**but are not limited to: books, class notes, or aid sheets. Unauthorized electronic devices include, but are not limited to: cellular telephones, laptop computers, calculators, MP3 players (such as an iPod), Personal Digital Assistants (such as a smartphone), pagers, electronic dictionaries, Compact Disc Players, and Mini Disc**

- Players, or any electronic recording device.**
- In general, candidates will not be permitted to enter an examination room later than fifteen minutes after the commencement of the examination, nor to leave except under supervision until at least half an hour after the examination has commenced.
- Candidates shall remain seated at their desks during the final ten minutes of each examination.
- At the conclusion of an examination, all writing shall cease. The instructor/invigilator may seize the papers of candidates who fail to observe this requirement, and a penalty may be imposed at the discretion of the instructor.
- Examination books and other material issued for the examination shall not be removed from the examination room except with permission of the instructor/invigilator.

## Academic Standing & Grading Regulations

### Standing in a Course

Standing in a course requires a final mark of 50% or higher. The Faculty of Music uses the following grading system, except courses for which CR (Credit) or NCR (No Credit) apply:

Letter Grade	Grade Point Scale	Percentage	Grade Definition
A+	4.0	90-100%	<b>Excellent:</b> Strong evidence of original thinking; good organization; capacity to analyze and synthesize; superior grasp of subject matter with sound critical evaluation; evidence of extensive knowledge base.
A	4.0	85-89%	
A-	3.7	80-84%	
B+	3.3	77-79%	<b>Good:</b> Evidence of grasp of subject matter, some evidence of capacity and analytic ability; reasonable understanding of relevant issues; evidence of familiarity with literature.
B	3.0	73-76%	
B-	2.7	70-72%	
C+	2.3	67-69%	<b>Adequate:</b> Student who is profiting from his/her university experience; understanding of the
C	2.0	63-66%	

C-	1.7	60-62%	subject matter; ability to develop solutions to simple problems in the material
D+	1.3	57-59%	<b>Marginal:</b> Some evidence of familiarity with subject matter and some evidence that critical and analytic skills have been developed.
D	1.0	53-56%	
D-	0.7	50-52%	
F	0.0	0-49%	<b>Inadequate:</b> Little evidence of even superficial understanding of subject matter; weakness in critical and analytic skills; with limited or irrelevant use of literature.

The above grade point values apply to marks earned in individual courses; grade point averages are weighted sums of grade points earned, and therefore, do not necessarily correspond exactly to the scale above.

Other notations, which have no grade point values, and which may be authorized only by petition, are:

AEG: Aegrotat standing, on the basis of term work and medical evidence.

CR/NCR: Credit/No-credit

GWR: Grade withheld pending review

SDF: standing deferred granted by petition

WDR: withdrawal without academic penalty after the relevant deadline.

### Grade Point Average (GPA)

The Grade Point Average is the weighted sum of the grade points earned divided by the total course weights. Courses with CR/NCR, or AEG grades are not included in the GPA; nor are transfer credits and courses taken on a letter of permission. The above table represents standing in an individual course and should not be used to interpret sessional, annual or cumulative GPA.

Three types of grade point averages are used:

1. The Sessional GPA is based on courses taken in a single session (Fall, Winter or Summer);
2. The Annual GPA is based on courses taken in the Fall-Winter Sessions;
3. The Cumulative GPA takes into account all courses you have attempted.

Academic Standing is assessed twice a year:

1. At the end of the Winter Session; the GPAs used for this status assessment are the Annual and the Cumulative GPA in addition to the rule of failure of same music course twice. Students who have a standing deferred in at least one course will have the academic standing assessed after the deferred course has been completed.
2. At the end of the Summer Session; the GPAs used for this status assessment are the Sessional and the Cumulative GPAs.

### “The Two Strikes Rule” - Failure of Same Music Course Twice

Any music course that is failed by a student can be repeated only once. Failure on a second attempt results in automatic suspension for a period of twelve months, regardless of the student's standing in a year. The student must reapply for admission through the Registrar and will be considered with other first year applicants; re-acceptance is not automatic. Upon re-admission, the student has one opportunity to successfully complete the previously failed music course. Failure to do so will result in immediate suspension and refusal of further registration in the Faculty of Music.

### Standing in a Year

Students are described as “In Good Standing” if they are neither on probation nor suspended. A graduating student who obtains a cumulative GPA of 3.5 or higher will graduate “With Honours”.

### Failure in First Year

To receive standing in first year, a student must obtain an annual GPA of 1.5 or higher, based on the above scale. A student who fails his/her first year at the Faculty will be suspended for a minimum of one year. The student must reapply for admission through the Registrar and will be considered with other first year applicants; re-acceptance is not automatic. A student repeating first year must achieve a cumulative GPA of at least 1.5 in the second attempt. Failure to do so will result in suspension from the Faculty.

### Probationary Status

A student continuing beyond first year whose cumulative GPA is in the 0.9-1.5 range, will be placed on probation. A student with a CGPA below 0.9 may be suspended from the Faculty. Failure to achieve a cumulative GPA of 1.5 or better at the end of the probationary year will result in suspension from the Faculty for at least one year. A degree or diploma will not be granted if the cumulative GPA is below 1.5.

### Bachelor of Music in Performance Stay-In Requirement

Students registered in the Bachelor of Music in Performance who do not achieve a final mark of at least 70% in PMU285Y1 Applied Music, will be required to transfer into the Comprehensive stream within the Bachelor of Music. Transfer into other streams within the Bachelor of Music will require the approval of the respective Divisional Coordinator.

### Graduation from CTEP

In order to graduate from CTEP, students will be required:

1. To complete the requirements of the Bachelor of Music – CTEP, with a cumulative GPA of at least 2.50 on courses counting toward that degree;
2. To complete the requirements of the Bachelor of Education (5.0 full credits comprised of courses/practicums; 1.0 in year 3, 2.5 in year 4, and 1.5 in year 5, and an annual CTEP e-portfolio)

### Standing in CTEP

A student's standing in CTEP will be assessed for the first time when the student has completed at least 8.0 full-course equivalents (end of second year). This includes all completed attempts, passes and failures. Standing in CTEP will be assessed again at the completion of each Fall/Winter session in which the student registered.

### **In Good Standing in CTEP**

Students who maintain a cumulative GPA of at least 2.50 shall be In Good Standing in CTEP.

### **On Probation in CTEP**

Students who have attempted at least eight full credits and have a cumulative GPA below 2.50 shall be On Probation in CTEP. Students may clear probation in CTEP by achieving a cumulative GPA of at least 2.50 in the next fall/winter session in which they are registered. Students who have cleared probation shall be In Good Standing in CTEP.

### **Continuing on Probation in CTEP**

Students who achieve an annual GPA of at least 2.70 in the Fall/Winter session may continue On Probation in CTEP until such time as they raise their cumulative GPA to 2.50 and return in In Good Standing in CTEP.

### **Required to Withdraw from CTEP**

The following students will be required to withdraw from CTEP:

- a. Any student On Probation in CTEP who fails to achieve an annual GPA of at least 2.70.
- b. Any student who, under the general rules governing overall standing for the Bachelor of Music degree, incurs a suspension.
- c. Any student who fails to meet the requirements for continued enrolment in the Bachelor of Education program, as determined by OISE.

Such students may continue toward their Bachelor of Music degree, provided they are eligible to do so under general Faculty of Music, but must withdraw from CTEP

### **Grades Review Procedure**

The committee on Academic Standing examines course grades submitted by the instructors and determines the academic standing of each student. Final marks are considered official only after the review has taken place. The final grades are then conveyed to the students by the Faculty Registrar. Grades will not be determined by any system of quotas. The committee on Academic Standing has the right, in consultation with the instructor of the course, to adjust marks when there is an obvious and unexplained discrepancy between the grades submitted and the perceived standards of the faculty.

**Statement of Results:** Statement of Results are sent to students at their mailing address as recorded on ROSI at the end of the Winter and the Summer sessions. Statements of Results are not issued at the end of the Fall session. Results for "F" section code courses will be available on ROSI in January.

**Corrections to the Academic Record:** The Faculty will accept requests in writing for corrections to an academic record of the Fall-Winter session up to the following November 15<sup>th</sup>, and correction to their Summer Session up to the following February 28<sup>th</sup>.

**Transcripts:** The University of Toronto issues only a consolidated transcript that includes a student's total academic record at the University. The transcript of a student's record reports courses in progress and the standing in all courses attempted, information about the student's academic status including record of suspension, current academic sanctions, and completion of degree requirements.

Final course results are added to each student's record at the end of each session. GPAs are calculated at the end of each session. Individual courses that a student cancels by the deadline are not listed on the transcript.

Copies of the transcript are issued at the student's request, subject to reasonable notice. In accordance with the University's policy on access to student records, the student's signature is required for the release of the record. Students may request consolidated transcripts on the Web at: [www.rosi.utoronto.ca](http://www.rosi.utoronto.ca). Requests may also be made in person or by writing to:

University of Toronto Transcript Centre  
Room 1006, Sidney Smith Hall  
100 St. George Street  
Toronto, ON M5S 3G3.

A fee of \$12.00 (subject to change) is charged for each transcript. Cheques and money orders should be made payable to the University of Toronto. Students must indicate at the time of the request if the purpose of the transcript is for enclosure in a self-administered application. Such transcripts are issued in specially sealed envelopes. The University of Toronto cannot be responsible for transcripts lost or delayed in the mail. Transcripts are not issued for students who have outstanding financial obligations with the University.

### **Re-Reading of Final Exams**

Students have the right to view their final exams in the Registrar's office for a period of six months beyond the relevant exam period. A student who believes that a final examination has been incorrectly marked in its content, may request a "reread." The student must first purchase a photocopy of the final examination from the Registrar, for a fee of \$15.00 per course. The student must then complete a "Request for Reread of Final Examination" form, which is available in the Registrar's Office. (If the course in question is an Arts & Science one, the student would have to follow the same procedure at the Office of the Registrar of the Faculty of Arts & Science.) The student must demonstrate that the answers are substantially correct by citing specific instances of disagreement, supported by such documentary evidence as course handouts, textbooks, lecture notes, etc. The Instructor concerned will reread the examination in light of the arguments presented. There is a \$36.00 fee for this procedure, which is in addition to the fee of \$15.00. If the mark is changed as a result of this review both the photocopy and reread fees will be refunded. A reread may result in a raised mark, lowered mark or no change. It should be noted that when a course is failed, the examination must be reread before the mark is reported. The re-reading can be requested up to six months from the end of the relevant examination period.

## **Petitions**

A student seeking exemption or other variations from degree requirements, academic regulations, examinations, and administrative rules, should petition to the Committee on Academic Standing through the Registrar by specified deadlines. The Faculty recognizes that an exception may be required in the face of unpredictable,

exceptional circumstances. In submitting a petition to have regulations waived or varied, students must present compelling reasons and relevant documentation. The Committee has the authority to grant exceptions and to attach conditions to its decisions. Students must consult with the Registrar to ensure that a petition is clearly worded and appropriate.

1. The student prepares a written statement:

- stating clearly the special consideration requested;
- stating clearly the reason(s) why the student believes an exception to regulations is appropriate;
- and appending supporting documents (letters, medical certificates, etc.)

#### **Documentation in Support of Petitions**

The Faculty requires documentation that provides pertinent evidence for an exception that should be made to the rules and regulations that are designed to ensure equitable treatment for all students. The only medical documentation acceptable at the University of Toronto is the University's Verification of Illness or Injury Form, which may only be completed by Physicians, Surgeons, Nurse Practitioners, Dentists or Clinical Psychologists [www.illnessverification.utoronto.ca/](http://www.illnessverification.utoronto.ca/).

If illness is being presented as the reason for the request for an exception or an accommodation, the claim of illness itself is not necessarily sufficient grounds to guarantee approval of the request. All cases are examined in their entirety before a decision is made: an illness or injury's duration and resulting incapacitation are taken into account along with other relevant factors in the context of the course at issue. Note that the physician's report must establish that the patient was examined and diagnosed at the time of illness, not after the fact. The Faculty will not accept a statement that merely confirms a later report of illness made by the student to a physician.

In some situations, non-medical supporting documentation may be relevant. The Faculty has provided guidelines and a form (available on the Portal) that may be useful to those providing such documentation.

The petition, along with the supporting documentation should be submitted to the Registrar's Office. The Registrar, acting as Secretary of the Committee on Academic Standing, shall rule on undergraduate student petitions with the exception of those dealing with Final Marks and Academic Standing. All petitions relating to Final Marks & Academic Standing are ruled on by the Committee on Academic Standing. Students are notified in writing of the decision. A negative ruling by the Secretary or the Committee on Academic Standing can be appealed to the Committee on Academic Standing within 30 days of the first decision on submission of further evidence, and in the event that the original decision is upheld, it may be appealed further within 30 days of the second decision to the Academic Appeals Committee.

#### **Petition Deadlines**

Extensions on Term Work – Last day of the relevant exam period.

Missed Examinations – Within one week of the end of the exam period; end of the first week of classes in January for the December exam period.

Withdrawal from course – Last day of the relevant exam period.

Final Mark/Academic Standing – Within 30 days of the release of final grades.

The deadlines for petitions are strictly enforced. If there are compelling reasons why a petition is being filed after the deadline, a covering letter explaining the reasons and requesting late consideration must accompany the petition.

#### **Petitions regarding Final Exams/Juries/Recitals**

Students are expected to write and perform final exams, juries and recitals as scheduled. Only in cases of documented debilitating illness or legitimate conflict must a student request a deferral of a final examination, jury or recital. Students with chronic illnesses must provide medical documentation for the specific date on which the illness was acute, or a letter from Accessibility Services for those registered for such a disability, confirming that they were seen at the time of the flare-up. Students granted permission to write a deferred examination in a course will write the exam as follows:

<b>Final Exam</b>	<b>Deferred Exam</b>
December	Reading Week
April/May	August Exam Period

These periods apply to Music courses only; deferred exam periods for Arts & Science courses is listed in the Faculty of Arts & Science calendar.

Juries/Recitals deferred from the April/May exam period/term are required to be completed in the fall and by the 31<sup>st</sup> of October of the next academic session as scheduled by the Performance Office. If the deferral was based on a medical disability that persists beyond this date, the student may not remain registered in any courses requiring performance (for example: Applied Music, Ensembles etc), but may petition for special consideration and/or part-time status, after discussion with the Performance Division and the Registrar.

#### **Notes:**

1. Students in Year 1 of the program who are granted Deferred Standing (i.e., the notation of "SDF") in a course, and who have earned a Cumulative Grade Point Average of less than 1.50, will not be permitted to enrol in any further courses until the outstanding course work/performance has been completed and a final cumulative and sessional GPAs and status for the session have been assessed.

2. Students who are not feeling well at the time of an examination must decide whether they are too ill to write. If unsure, they should seek medical advice. Students who become ill during an examination and cannot complete it, must notify the Instructor of the reasons for their leaving prior to doing so. If students decide to write an examination which does not go well, they may not petition for a rewrite. Arguments after the fact claiming an inability to function at full potential or to exhibit full knowledge of the subject matter will not be accepted as grounds for consideration of a petition concerning poor performance on an examination.

3. Students who choose to write an examination against medical advice should do so knowing that they will not be given consideration after the examination has been written. Students must not only take responsibility for making appropriate judgments about their fitness to attend examinations, but also must accept the outcome of their choices.

#### **Aegrotat Standing**

If the ability of a student to complete a course is affected by illness or domestic problems beyond their control, a petition may be made for special consideration. If there



are adequate grounds, the Faculty will determine the status of the work already done and the steps that must be taken to complete the course. Alternatively, a recommendation may be made by the Faculty to grant Aegrotat Standing in the course. Aegrotat Standing in a course carries the “aeg” designation on the official transcript; no numerical or letter grade is assigned. The Faculty reserves the right not to grant Aegrotat Standing more than once to any one student.

## Academic Appeals

The Academic Appeals Committee hears and rules on petitions/appeals that have been denied by the Committee on Academic Standing. Appeals must be submitted within 30 days of the second decision by the Committee on Academic Standing. The rulings of the Academic Appeals Committee are binding and final as far as this Faculty is concerned.

### Procedures

1. If the student wishes to make a formal appeal, he/she will meet with the Registrar to discuss its preparation.
2. Time Limit - Appeals must be submitted within 30 days of the second decision by the Committee on Academic Standing.
3. The appeal must state the nature and grounds and must be accompanied by relevant supporting documents.
4. Receipt of the appeal will be acknowledged by the Chair of the Academic Appeals Committee by letter, which will state the date, time and place of the meeting and will be sent at least two weeks prior to the meeting date.
5. The student has the right to appear before the Academic Appeals Committee, with or without an advisor. If the student intends to be accompanied by an advisor this must be communicated on the notice of the appeal.
6. The Academic Appeals Committee is required to arrive at a majority decision and this decision, together with reasons for the decision, will be sent to the student within two weeks of the hearing of the appeal.
7. Any further appeal must be initiated by filing a notice of appeal with the Secretary of the Academic Appeals Board of Governing Council of the University of Toronto no later than ninety days after the decision from which the appeal is being taken has been communicated in writing to the student.

## Fees

Tuition fees are established by the Governing Council of the University of Toronto and are subject to change at any time. The two components of the annual fees are: Academic (including instruction and library), and Incidental/Ancillary Fees (including Athletics, Hart House, Health Service, and Student Organizations). Additional ancillary fees may also be assessed for enrolment in a specific faculty and or specific courses. Additional fees may also be assessed to cover special services.

Compulsory fees for registration consists of academic, incidental and ancillary fees. Academic fees vary depending on program of study, and year of admission to the Faculty. All students in the Degree programs with the exception of the CTEP, are charged a program fee for the four years of study. CTEP students are charged a program fee for the five years of study. Students in the Artist Diploma are charged a program fee for the three years of study. A program fee is a set fee for the fall-winter academic session regardless of a student's course load, provided the load falls within a defined range.

Students who have completed the required number of years for full time study, are eligible to be enrolled in a part time course load for any additional years of study. A load less than 4.0 credits for the fall-winter session constitutes a part time course load. Part time students pay based on the credit weight of the course. Students who intend to have a course load (for the fall-winter session) that will make you eligible for part time status must notify the Registrar by e-mail before the 1<sup>st</sup> of September.

**Fees Invoice and Payment:** Payment is made at a financial institution or through internet/telephone banking. Refer to your Course Selection Booklet for more details.

**Payment Deadlines:** A minimum payment consisting of 65% of the total fees payable and must be made by the published deadline. Students receiving a government student loan/scholarship from the University may be able to defer their fees (Refer to Course Selection Booklet for more details). **Students who have not paid or deferred their fees by the Registration deadline will be removed from courses.**

**Late Registration Fee:** An administrative fee of \$44 plus \$5/day will be levied for students registering after the last registration date published in this Calendar.

**Service Charges:** After November 15 all outstanding balances, regardless of the source of payment, are subject to a service charge of 1.5% per month compounded (19.56% per annum) calculated on the 15th of each month until the account is paid in full.

**Fees for International Students:** In accordance with the recommendations of the Government of Ontario, certain categories of students who are neither Canadian citizens nor permanent residents are charged special academic fees. Refer to the Schedule of Fees for details.

**Sanctions on Account of Outstanding Obligations:** Recognized University obligations include: tuition fees; academic and other incidental fees; residence fees and other residence charges; library fines; Bookstore accounts; loans made by colleges, faculties or the University; Health Service accounts; unreturned or damaged instruments, musical scores, materials and equipment; orders for the restitution of property or for the payment of damages and fines imposed under the authority of a divisional discipline policy.

The following sanctions are imposed on Faculty of Music students:

1. Official transcripts of record will not be issued.
2. The University will not release the diploma nor provide oral confirmations or written certification of degree status to external enquirers.

Indebted graduands will be allowed to walk on stage and have their names appear on the convocation program but will not receive their diploma until their account is paid.

3. Registration will be refused to a continuing or returning student.
4. Official letters (e.g., degree eligibility, confirmation of graduation, QECO) will not be issued.

### Library Fines

Lost books	\$145.00	Overdue fines:	
Lost bound serials	\$245.00	Books and serials	\$0.50/day
Lost unbound serials	\$75.00	Short-term loans books/serials	\$0.50/hr
Damaged books and serials	\$45.00	Reserved/Recall books/serials	\$2.00/day

### Miscellaneous Fees

Application/Audition Fee – Undergraduate	\$60.00	Recital Recording Fees	\$60.00
Application/Audition Fee – Advanced Certificate	\$75.00	Replacement Diploma	\$80.00
Building Access Fob (deposit)	\$25.00	Mailing of Diploma	
Copies of Records	\$15.00	Within Canada	\$40.00
Copy of Exam	\$13.00	To USA	\$55.00
Duplicate documents	\$4.00	To International destinations	\$70.00
Exam Script	\$15.00	Replacement T Card	\$12.00
Exchange Prog. Processing Fee	\$100.00	Re-instatement	\$61.00
Extra Calendar	\$4.00	Re-registration	\$25.00
Late Registration (requires approval)	\$44.00 plus \$5 per day	Special / Deferred Examinations	\$70.00
Letter of Confirmation	\$8.00	Special Studio Key/ Specific Instruments	\$20.00
Letter of Permission	\$40.00	Student System Access Fee per session	\$50.00
Locker/lock rental	\$35.00	Tax Receipts (Duplicates)	\$ 5.00
Music & Instrument Fee	\$250.00	Transfer Credit Assessment Fee	\$30.00
Instrument Overdue Fines	\$1.00/ day	Transcripts	\$12.00
Petition to re-read exam	\$36.00		

# University of Toronto Regulations and Policies

As members of the University of Toronto community, students assume certain responsibilities and are guaranteed certain rights and freedoms.

The University has several policies that are approved by the Governing Council and which apply to all students. Each student must become familiar with the policies. The University will assume that he or she has done so. The rules and regulations of the Faculty of Music are listed in this calendar. In applying to the Faculty of Music, the student assumes certain responsibilities to the University and the Faculty, and, if admitted and registered, shall be subject to all rules, regulations and policies cited in the calendar, as amended from time to time.

All University policies can be found at:

[http://www.governingcouncil.utoronto.ca/Governing\\_Council/policies.htm](http://www.governingcouncil.utoronto.ca/Governing_Council/policies.htm)

**Those which are of particular importance to students are:**

Code of Behaviour on Academic Matters

Code of Student Conduct

Policy on Assessment and Grading Practices (updated in 2012)

Policy on Official Correspondence with Students

Policy on Access to Student Academic Records

Policy on Academic Transcripts (updated in 2012)

Policy on Academic Continuity (updated in 2012)

More information about students' rights and responsibilities can be found at <http://life.utoronto.ca/get-help/rights-responsibilities.htm>